

PLANNING AND DEVELOPMENT DEPARTMENT

Attention Planning and Development Department Customers:

Please review the revised 2003 Planning Commission Meeting Schedule.

The revised 2003 Planning Commission schedule includes a new column, "Pre-Application Submittal Date". The new column indicates the date by which your proposed site plan and building elevations must be submitted to the Planning and Development Department if you are required to have a Pre-Application Conference.

The "Pre-Application Submittal Date" column is listed to the left of the "Pre-Application Closing Date" column. The Planning and Development Department is asking you to submit a copy of your proposed site plan and building elevations so Planning Department staff can review your plans and prepare to discuss your proposed project prior to your required pre-application conference.

Objective: To establish a revised pre-application process that will reduce the frequency of abeyance items at Planning Commission meetings, improve the background information contained within staff reports, and effectively manage staff time constraints while meeting the needs of the applicant.

Current Process: Applicants schedule a pre-application conference with the receptionist based on the next available closing deadline. Generally, the applicant learns about the pre-application conference requirement after an initial consultation with a staff member or the applicant understands that a pre-application conference is required.

Identified Issues: The pre-application conference is scheduled without regard to existing routing, processing, and report writing deadlines for department staff. The information provided prior to the meeting is minimal. Staff receives a name, telephone number, parcel number, and a brief description of the proposed application, and has a minimal amount of time to prepare for the appointment. Staff does not receive any site or building elevation information prior to the scheduled appointment.

Revised Process: An additional column, "Pre-Application Submittal Date," has been created and placed on the existing Planning Commission Meeting Schedule. The additional column will be used to identify the date by which the applicant must submit his/her request for a pre-application conference. The applicant is required to provide a brief description of the proposal, three potential meeting dates with time, and any plans they may have available for staff to review before the pre-application conference is scheduled.

Expected Improvements: Supervisors will review the submitted pre-application requests and assign staff as required to effectively manage existing deadlines and workloads. The addition of a site plan and a brief description of the proposal will enable the assigned staff to immediately gain an understanding of the proposed development and quickly identify the potential impacts to the surrounding areas.

The Planning and Development Department understands that you may not have a detailed site plan available prior to the Pre-Application Submittal date. In such cases, we would request that you submit a rough site plan to enable our staff to prepare for the scheduled pre-application conference. We appreciate your cooperation with this new procedure. Please do not hesitate to contact us at 229-6301 if you have any questions or comments regarding or with regard to this new procedure.

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